



HUMAN RESOURCES

RECRUITMENT

WELCOME!



**OUR MISSION IS TO
PROVIDE A SAFE,
VIBRANT, SUSTAINABLE
COMMUNITY WHILE
STRIVING TO
CONSTANTLY IMPROVE
THE QUALITY OF LIFE
FOR OUR CITIZENS AND
ECONOMIC PARTNERS.**

Our vision is to be a beautiful, vibrant city with a historic downtown, growing economy, and great neighborhoods with a range of housing options and easy movement.

The City of Winchester is a local government entity that operates under the Council-Manager form of government. This form of government clearly distinguishes between policy and administrative functions, allowing employees the opportunity to make a difference in the lives of city residents while maintaining quality customer service. As an equal opportunity employer, the City has a dedicated and diverse workforce of more than 600 full-time and part-time employees and believes strongly in creating opportunities for growth not only for our community but for our staff as well. Look inside and learn more about our values, goals, commitments, programs, and benefits package. If you read on, you'll surely see why the City of Winchester has become a regional employer of choice.

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We believe that your unique talents and skills have a place here. On behalf of the Human Resources team, I'd like to invite you to find your new or next career with the City of Winchester.

Paula Wofsiniger

HUMAN RESOURCES DIRECTOR



STRATEGIC PLAN

GOAL 1



ENCOURAGE

Encourage sustainable economic growth and partnerships through business and workforce development

GOAL 1 OBJECTIVES

- A. Increase effectiveness of workforce development efforts by building on existing collaborative partnerships between the City and local organizations
- B. Increase effectiveness of business retention, attraction, and expansion efforts
- C. Support local businesses through destination branding and marketing to visitors

GOAL 2



PROMOTE

Promote and accelerate revitalization of catalyst sites and other areas throughout the city

GOAL 2 OBJECTIVES

- A. Continue promoting redevelopment or development of previously identified catalyst sites
- B. Identify additional targeted areas and promote redevelopment or development of areas not previously identified as catalyst sites

GOAL 3



ENHANCE

Enhance the quality of life for all Winchester residents by increasing cultural, recreational, and tourism opportunities; enhance and maintain infrastructure; and promote & improve public safety

GOAL 3 OBJECTIVES

- A. Increase cultural, recreational, and tourism related opportunities in Winchester
- B. Develop and maintain Winchester's infrastructure
- C. Promote and improve community safety

GOAL 4



IMPROVE

Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency, and innovation

GOAL 4 OBJECTIVES

- A. Implement cost-saving innovative internal strategies to improve efficiency
- B. Increase government transparency and communication capabilities
- C. Enhance service delivery to residents, economic partners and visitors

Mission: To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.

Vision: To be a beautiful, vibrant city with a historic downtown, growing economy, and great neighborhoods with a range of housing options and easy movement

LEADERSHIP

We are a team of dedicated public servants motivated by the desire to make Winchester the best city in the country.

MEET THE HR TEAM

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We recognize this achievement is larger than any one person and success is dependent upon a network of talented individuals working together. Every member of our team has an equally-valued voice and is empowered with the authority to make appropriate decisions and has the duty to take responsibility for their actions. We believe a mutually respectful, collaborative and trusting environment provides the best opportunities for growth and recognition of achievement. We value open communication, diversity, honesty, creativity and innovation. We are all leaders striving to provide the highest level of service to the people we serve.

To continue improving the community and making a lasting positive impact, the City utilizes a robust strategic planning process to serve as a road map that guides our decision-making. Every City employee is a leader and plays a major role in helping the City achieve the four strategic plan goals and related objectives and actions. We believe strongly in leadership at all levels of the organization.

The City also offers a Career Development Program (CDP) designed to provide employees an opportunity for advancement in their career path. The City is committed to the performance level of employees who continue professional development efforts throughout their career.

CITY OF WINCHESTER QUICK FACTS



TOTAL EMPLOYEES

600+



DEPARTMENTS &
DIVISIONS

26



MEDIAN SALARY*

\$50,000

Want to know more? Visit the City of Winchester's website or social media sites for a plethora of information, photos, latest news, calendars, employee resources, and more.  www.winchesterva.gov

*Approximate value based on city-wide Census Bureau data

BENEFITS



HEALTH, DENTAL, AND VISION

The city offers two insurance plans to cover the needs of employees and their families. Employees may choose between the two deductible plans and may also choose to cover additional family members, in which case the City contributes 65-85% of the cost. The employee contributes the remaining amounts listed on the chart, which are deducted each paycheck pre-taxed.

RETIREMENT

All full-time City employees are enrolled in the Virginia Retirement System plan. Firefighters, Police Officers, and Sheriff Deputies are enrolled in the Law Enforcement Officers Plan, which has a hazardous duty supplement. The City contributes 5% of the employee's annual salary towards retirement, and the employee contributes an additional 5% of their salary.

LIFE INSURANCE

Full-time employees are provided group life insurance and accidental death or dismemberment insurance through the Virginia Retirement System (VRS). The life insurance coverage is twice the employee's annual salary rounded up to the highest thousand dollars for natural death and four times the employee's annual salary for accidental death.

HEALTH, DENTAL, AND VISION

UNITED HEALTHCARE

Coverage for insurance becomes effective the first of the month following date of hire.

KEY CARE 1000	PAYMENT PER PAY PERIOD
EMPLOYEE ONLY	\$0
EMPLOYEE +1	\$60.11
EMPLOYEE + FAMILY	\$170.00
KEY CARE 500	PAYMENT PER PAY PERIOD
EMPLOYEE ONLY	\$13.81
EMPLOYEE +1	\$85.67
EMPLOYEE + FAMILY	\$207.29

The City is the only government entity in the region that offers **FREE employee-only healthcare coverage for one of our two deductible plans.**

BENEFITS

OPTIONAL LIFE INSURANCE

Employees may purchase additional term life insurance for themselves and family members.

ROTH IRA

Employees may contribute through payroll deduction, making it simple and convenient.

457 DEFERRED COMPENSATION

Employees may defer a portion of their salary, which will not be subject to federal or state income taxes (tax deferred). These plans are intended for long term retirement investment planning. Withdrawal is not available until retirement or separation of employment.

FLEXIBLE SPENDING ACCOUNTS

Employees may pre-tax a portion of their salary into flexible spending accounts to pay for dependent care and non-reimbursable medical expenses. Flexible account dollars must be used within the plan year.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a program to help employees and their family members address problems such as alcohol or drug abuse, marital conflicts, family problems, emotional difficulties, legal problems and financial concerns. The EAP provides a 24 hour confidential counseling intervention service for up to five free visits. Employees can also be referred to an in-network provider for longer-term care.

ADDITIONAL OPTIONAL INSURANCES

The City also offers Cancer, Critical Illness, and Accident, and Short-Term Disability policies for employees to purchase for themselves, their spouses, and children.

Employees also have access to legal services through Legal Shield and identity theft protection through ID Shield.

PAY DAYS AND COMPENSATION

City employees are paid on a bi-weekly basis and receive direct bank deposit of pay every other Friday. Yearly performance reviews are conducted to inform employees about how well they are performing in their job and can be used as a tool to determine merit increases and promotions as approved by City Council.

PAID HOLIDAYS - 2021

JAN 1 NEW YEAR'S DAY	JAN 18 MLK, JR. DAY	FEB 15 PRESIDENT'S DAY
APR 30 APPLE BLOSSOM FRIDAY	MAY 31 MEMORIAL DAY	JULY 5 INDEPENDENCE DAY OBSERVED
SEP 6 LABOR DAY	OCT 11 COLUMBUS DAY	NOV 11 VETERANS DAY
NOV 25 THANKSGIVING DAY	NOV 26 THANKSGIVING FRIDAY	DEC 23 CHRISTMAS BREAK
DEC 24 CHRISTMAS EVE	Employees that are required to work on paid holidays in order to provide necessary service to our citizens will receive additional compensation.	

LEAVE

FAMILY MEDICAL LEAVE

Family Medical Leave (in accordance with the Family Medical Leave Act) will be granted to qualified employees as defined in the Act with unpaid leave and job protection for qualified family medical reasons.

CIVIL LEAVE

Civil leave will be granted for serving on a jury or if subpoenaed as a witness. Any compensation from jury duty may also be retained by the employee.

FUNERAL LEAVE

When there is a death of an immediate family member, a full-time employee will be excused from work with pay for up to three consecutive work days.

MILITARY LEAVE

Military leave will be granted to employees who qualify under the terms of section 44-93 of the Code of Virginia (1950), as amended.

SHORT TERM DISABILITY

The Short-Term Disability benefit offered by the City provides some income protection should an employee not be able to work because of a disease, non-work related injury, or pregnancy.

This benefit pays employees 60% of their weekly wages, subject to taxes and legally required withholdings for a maximum of 125 days.

NEW AS OF JANUARY '21



Insurance is now provided by UnitedHealthcare.

Unused Paid Time Off (PTO) will roll over into the next year until the maximum carryover amount, based on years of service, is reached.

PAID TIME OFF ACCRUAL RATES

CITY EMPLOYEES EXCLUDING FIRE & RESCUE

0-4 YEARS SERVICE	16 HOURS/MONTH
5-9 YEARS SERVICE	18 HOURS/MONTH
10-19 YEARS SERVICE	20 HOURS/MONTH
20+ YEARS SERVICE	22 HOURS/MONTH

PAID TIME OFF

FIRE & RESCUE FIELD STAFF

0-4 YEARS SERVICE	19 HOURS/MONTH
5-9 YEARS SERVICE	21.5 HOURS/MONTH
10-19 YEARS SERVICE	24 HOURS/MONTH
20+ YEARS SERVICE	26.5 HOURS/MONTH



Have questions about leave accruals, paid time off, benefits, or retirement? Please don't hesitate to reach out to the Human Resources staff who can help you with all of those topics and more. Give us a call, send us an email, or visit our offices on the first floor of City Hall.

CONTACT US!

City of Winchester, Virginia

Rouss City Hall
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Winchester, VA 22601

Main Phone: 540-667-1815

www.winchesterva.gov

Tip: Click the jobs tab at the top of the website

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City of Winchester, VA Local Government



CityofWinchesterVA



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